**Guidelines for Hi3 Network Collaborations**

This will be updated to reflect new questions and answers from applicants as they arise.

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**About Hi3 Network collaborations**

If you are looking to move from business survival to business expansion, an Innovation Voucher is an opportunity to catapult your ideas into developed new products, services or experiences with university researchers at London South Bank University (LSBU) and Canterbury Christ Church University (CCCU) who are keen to share knowledge, skills and tools with your business so it can better position itself ahead of the curve.

[Hi3 Network](https://www.sbi.business/hi3/home) is defining the future of moving-image, screen-based and creative technologies through innovative research and development. It is a network of industry specialists, researchers and businesses developing new products, services, experiences, and new research at our creative digital hubs in Canterbury, Folkestone, and Maidstone.

LSBU and CCCU researchers are encouraged to work with businesses to bring their expertise in the moving image, gaming, sound, Virtual Reality, VFX, animation, performance or otherwise. They are at the cutting edge of creative and emerging technologies, aesthetics, audiences, industry processes and practises to make discoveries that businesses can profit from. In turn, a collaboration with businesses can assist researchers in implementing a more research-led teaching.

Hi3 Network is run in partnership with [London South Bank University](https://www.lsbu.ac.uk/), [Screen South](https://screensouth.org/), [Creative Folkestone](https://www.creativefolkestone.org.uk/), [Canterbury Christ Church University](https://www.canterbury.ac.uk/) and [Maidstone Studios Ltd](https://www.maidstonestudios.com/). The project has three sets of production studios in Folkestone, Canterbury, and Maidstone and partly through the creation of a sustainable framework to enable SMEs and university researchers to collaborate. Lastly, this is via advanced connectivity and cloud between the three locations.

**What kind of collaborations are there?**

 Hi3 Network have two different levels of research engagement:

* **Level 1 (knowledge exchange**)
 This level is an open form of collaboration to help develop and define a potential area of research with a collaborator / with collaborators.
* **Level 2 Innovation Voucher (knowledge building)**This level of collaboration is when a research question has been developed and a project has the potential to generate real world impact. The number of businesses and researchers involved can vary.

**What do you get with an Innovation Voucher?**

Hi3 Network has three experimental studio spaces, state-of-the-art equipment, as well as co-working production spaces with fast processing power and cloud computing. These are based in Canterbury, Folkestone and Maidstone. These are non-monetary awards which equate to multiple dedicated sandbox sessions at any of our three hubs with access to our kit. Furthermore, successful applicants can present their findings at conferences, get publication and press opportunities, and there is potential for further consulting from industry experts or introductions to venture capitalists where applicable.

**Who can apply for an Innovation Voucher?**

Proposals from a pairing of at least one eligible business and one researcher are accepted.

A business who is interested and is not currently working with a researcher from LSBU or CCCU should contact the Hi3 Network team. We will conduct an initial scoping session to see if we put you in touch with a suitable researcher.

Researchers who are not currently working with an eligible SME should contact the Hi3 Network team and we will try to put you in touch with a suitable SME.

**Who is eligible to apply for an Innovation Voucher?**

Businesses:

* must be a small to medium sized enterprise\* (SME) that is registered in England.

\* *This includes: sole traders, freelancers, Limited companies, and Community Interest Companies****.***

* must be an SME that is [registered to Hi3 Network](https://share.hsforms.com/1l-BSunqRTcWB-r9hCWT33Q2z97u) and has attended 12 hours of the programme delivery or has been registered and begun [attending our events](https://www.eventbrite.co.uk/o/hi3-network-33454736267).
* Registered businesses that have not had an initial scoping session should email connect@hi3.network, so that we can possibly pair you up with a researcher before the Call deadline of 28 February, 2022.

Researchers

* Any researcher from the School of Arts and Creative Industries at LSBU. Further researchers from LSBU can be part of a research collaboration, this will be decided on a case by case basis.
* Any researcher from Canterbury Christ Church University, who has an interest in fields relating to Hi3 Network’s moving-image specialisms.
* We encourage researchers from other institutions interested in collaborating to get in touch with the Hi3 Network team: connect@hi3.network

**What will you need to apply for an Innovation Voucher?**

The online proposal form will ask for:

* **Project title**
* **Business contact details**
* **Researcher Information**
* **A 500 word description of your project** in easy to understand terms that can be used to publicise your project should the proposal be successful.
* Upload one PDF file containing the following:
1. **CV for SME representative** (maximum two A4 pages, Ariel, 11 pt).
2. **Company Information Sheet** (maximum two A4 pages, Ariel, 11 pt), including State Aid received in the past three years
3. **CV for researcher** (maximum two A4 pages, Ariel, 11 pt).
4. **Proposed project Gantt Chart/project workflow schedule**
5. **Project Summary** (400 words maximum, written in plain English)
6. **Project Overview** (800 words maximum).
Please include the research question you are addressing, the current state/literature review, the context of the challenge you are addressing, the potential impact and value, the expected beneficiaries, and the methodology you will use.
7. **Demonstrator Information** (maximum 400 words).
Please give an overview of what you expect to create to demonstrate your proposed service, experience, product, or process. This could include diagrams, market analyses, user-diagrams, user-profiles, site maps, construction diagrams, draft brochures, working models, test results, draft content, images, videos, sound files, 3D models, models, other expressions.
8. **Plans for future development** (maximum 400 words)

Please describe how you plan to take the demonstrator forward to market.

1. **How will you measure success?** (maximum 400 words)

Please describe what success will look like, how you will measure success, this could include KPIs, expected outputs, etc.

1. **Risk Analysis** (maximum 400 words)

Please list any risks you anticipate and how you will mitigate those risks. This could be a lack of equipment, time, materials.

1. **Intellectual Property** (maximum 200 words)

Give an overview of whether you expect to generate any Intellectual Property, and if so, how you intend to protect your demonstrator and/or any constituent parts of your demonstrator).

1. **Staffing**
Please give the names of who will be working in your team and describe what expertise they will bring and what they will be responsible for over the period of the project development.
2. **Tools and Equipment Required**
Please list any equipment or time in a production space that you don’t already have and are likely to need via the Hi3 Network. We may not have what you require, but if we know there is a dependency we will work with you during the scoping of the project to try to overcome any barrier). This will also assist the Hi3 Network team with planning and scheduling should your proposal be successful.

**When do applications need to be submitted by?**

The deadline for the first open call is 23:59 on Monday, the 28 February, 2022

**What happens when a proposal is successful?**

If successful, the SME and the university must sign a collaboration agreement which is a contract that details the key objectives of the project, role and responsibilities of each party, as well as a tailored work plan that reflects the scope of the proposal. Resources and timeframes will be assessed according to project needs.

**What happens when a proposal is unsuccessful?**

If unsuccessful, eligible businesses and researchers can work on the development of their research proposal at a **Level 1** stage. Level 1 collaborations also need to sign a collaboration agreement. Reapplication for an Innovation Voucher at a later stage is possible.

If an ineligible business applies they will not be successful and will not have access to the **Level 1** support or **Hi3 Network workshops**.

**What do you do if you have more questions?**

Please email us with any further questions: connect@hi3.network